

# Due Notice Examples

## Legal Notice

**NOTICE IS HEREBY GIVEN:** That the      (District Name)      Soil Conservation will hold a regular District Board Meeting                     , 2006 at (a.m. or p.m.) at (Meeting Place.) The (District Name) meeting will include a time for public review of the Annual Resource Conservation Business Plan. The public is invited to review and comment on the Annual Resource Conservation Business Plan. To obtain a copy of the District's Business Plan contact the Conservation District's Administrative Assistant at (Conservation District telephone number and extension), to schedule a time to speak, or if special arrangements are needed at the meeting.

## Box Ad Example for District Newsletter or Newspaper

### Notice

The (District's Name) Soil and Water Conservation District is updating their Annual Resource Conservation Business Plan.

The public is invited to review and comment on the Annual Plan that contains the Conservation District's objectives, goals and actions.

Public comment can be made at the regular (District's Name) Board of Supervisors Meeting (time) & (place). Written comments will be accepted at the District office until (date).

Contact the District Administrative Assistant to schedule a time to speak at the meeting or if special arrangements are needed.

Conservation District Name  
Address  
Telephone Number and Extension

Due Notices may be issued as a news release, Legal Notice, or Public Service announcement.